

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

| | | | |
|--|--|--|--------------------------|
| (1) DEPARTMENT, BOARD OR COMMISSION CALIFORNIA DEPARTMENT OF HEALTH SERVICES | | (2) AGENCY BILLING CODE 85466 | (3) PAGE 1 OF 6 PAGES |
| (4) DIVISION/ BRANCH/ SECTION Administration, Program Support Branch, Records, Mail & Administrative Services Section | | (5) ADDRESS 1501 Capitol Avenue, Suite 71.2101, MS 1405, Sacramento, CA 95814 | |

CHECK THE APPROPRIATE BOX

- (6) ☐ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) ☒ Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

| | | | | |
|---|--|---|---|---|
| NEW SCHEDULE INFORMATION (If applicable) | (9) SCHEDULE NUMBER H06-16 | (10) SCHEDULE DATE 11/30/06 | (11) NUMBER OF PAGES 6 | (12) CUBIC FEET (Total Schedule) 107.50 |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | (13) SCHEDULE NUMBER 178, H99-03, 190 | (14) APPROVAL NUMBER 91-010, 99-093, 90-146 respectively | (15) APPROVAL DATE (S) 1/21/91, 5/12/99, 10/16/90 respectively | (16) PAGE NUMBER(S) REVISED – 7, 8, 4 respectively |

(17) MISSION/FUNCTIONAL STATEMENT :

Records, Mail & Administrative Services (RMAS) (Formerly Training & Administrative Support Section-TASS)– Provide tools and support to enable the Department of Health Services in its mission to protect and improve the health of all Californians. RMAS comprises of several units that provide a diversified range of services in a reliable, cost effective and efficient manner. This section administers CDHS records management program, forms management, mail services and administrative support, recycling, departmental delegation orders and org. charts, and Health Administrative Manual (HAM).

Acronyms used in this schedule:

CDHS – California Department of Health Services

IPA – Information Practices Act

RPA – Public Records Act

RIC – Records Information Center

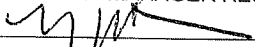
Note: This new schedule contains purged documents; transferred documents to other programs and merged documents based on the following old schedules:

| | | |
|-----------------|-------------------|--|
| Schedule 178 | Approval # 91-010 | Old Section Name which no longer exist – Office Services Section |
| Schedule H99-03 | Approval # 99-093 | Old Section Name which no longer exist – Training and Administrative Support |
| Schedule 190 | Approval # 90-146 | Old Section Name which no longer exist – Office Services Section, Records Information Center |


This schedule does not contain vital records.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

| | | | |
|---|-------------------------------------|-------------------------------------|------------------------------|
| (18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS  | (19) TITLE Nadine Roh, Manager I | (20) PHONE NUMBER (916) 650-0185 | (21) DATE SIGNED 12/13/06 |
|---|-------------------------------------|-------------------------------------|------------------------------|

In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

| | | | | |
|--|-----------------------------|--|---|------------------------------|
| (22) SIGNATURE- RECORDS MGMT. ANALYST  | (23) CLASSIFICATION ACPA | (24) NAME (Printed or Typed) Aurelia "Vee" Rummill AURELIA "VEE" RUMMILL | (25) PHONE NUMBER (916) 650-0193 916 650-0193 | (26) DATE SIGNED 12/13/06 |
|--|-----------------------------|--|---|------------------------------|

06-186

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| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA (47) | REMARKS |
|-----------|-----------------|-----------------------------------|---|-------|-------|-----------|-------|------|-------|-------------------------------------|---------|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |

PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT

John E. Lora

(28) APPROVAL NUMBER

06-186

(29) DATE SIGNED

12/19/2006

(30) EXPIRATION DATE

12/19/2011

PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☐ Contains no material subject to further review by the California State Archives
- (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

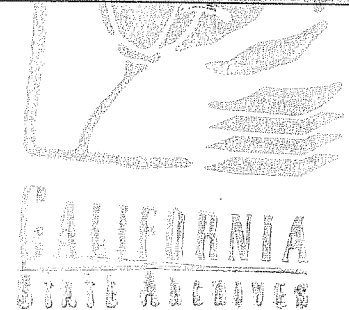
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

Linda Johnson, Archivist

(34) DATE SIGNED

1/2/07

FOR ARCHIVES' STAMP



GC 26212

| ITEM # (37) | CUBIC FEET * (38) | CA. STATE ARCHIVES USE ONLY (39) | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40) | MEDIA (41) | VITAL (42) | RETENTION | | | | PRA (Exempt) & IPA (47) | REMARKS (48) |
|----------------|----------------------|-------------------------------------|---|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|
| | | | | | | OFFICE (43) | DEPT. (44) | SRC (45) | TOTAL (46) | | |
| 17 | 3 | | SRC Records Holdings printouts | P | | A | | | A | | Active until records are destroyed, retired permanently, transferred to Archives, or no longer needed for analysis/research/reference. |
| 18 | 2 | | SRC Reference Request | P | | A+1 | | | A+1 | | Active until request is complete |
| 19 | 2 | | Records Transport Request | P | | A | | | A | | Active until request is complete then destroy 1 year after & recycle |
| 20 | 5 | | Confidential Records Destruction Request | P | | A | | | A | | Active until records are destroyed, retired permanently, transferred to Archives, or no longer needed for analysis/research/reference. |
| | | | <u>STATISTICAL/FISCAL/FINANCIAL REPORTS</u> | | | | | | | | |
| 21 | 1.5 | | Recycling Annual Reports and Policy | P | | A | | | A | | Active until revised, rescinded or superseded. |
| 22 | 2 | | Budget Reports | P | | A+4 | | | A+4 | | Destroy & recycle after 5 years |
| 23 | 2 | | Budget Change Proposal | P | | A+1 | | | A+1 | | |
| | | | <u>POLICIES & PROCEDURES</u> | | | | | | | | |
| 24 | 2 | NOTIFY ARCHIVES | General Information | P | | Current | | | Current | | Current until revised, rescinded or superseded |
| | | | <u>HEALTH ADMINISTRATIVE MANUAL (HAM)</u> | | | | | | | | |
| 25 | 2 | NOTIFY ARCHIVES | HAM Work Papers & Masters | P | | A+2 | | | A+2 | | Active until revised, rescinded or superseded. Retain work papers 2 yrs after master is printed. |
| | | | Purged and discontinued items from previous Records Retention Schdule No. 178, approval no. 91-0110 dated 1-2-91 via regular recycling or Confidential Shred when required. Item 5-Telephone caption Item 12-Secretaries Handbook Item 18-Monthly, Quarterly, Annual Production Stats Item 20-Manuals Item 21-Typing Requests Item 22-Spanish Files Item 23-Conference Room Schedules Item 24-Conference Room Reservation Item 26-Mailing List Computer Print Out Item 27-S.A.M. 3x5 card file Item 28-Addressograph file Item 29-Addressograph Requests Item 30-Field Office Listing Item 31-Messenger Service Order-Service Request | | | | | | | | |

| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA (47) | REMARKS |
|--------|--------------|-----------------------------|---|-------|-------|-----------|-------|------|-------|-------------------------|---------|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |

| | | | | | | | | | | | |
|----|-----|------------------------|---|---|--|---------|--|--|---------|----|--|
| | | | | | | | | | | | Retention Criteria: Section Chief Policy, unless otherwise noted. |
| | | | | | | | | | | | Destruction Criteria: Non-confidential waste paper recycle, unless otherwise noted. |
| | | | FORMS | | | | | | | | |
| 1 | 40 | | Master Copies Forms | P | | Current | | | Current | | Current until revised and/or superseded or obsolete |
| 2 | 1 | | Index Forms Card file | P | | Current | | | Current | | Current until revised and/or superseded or obsolete |
| 3 | 3 | | SB 1898 Review Records | P | | A+4 | | | A+4 | | |
| | | NOTIFY ARCHIVES | ORGANIZATION | | | | | | | | |
| 4 | 1 | | Organizational Charts (for entire CDHS) | P | | Current | | | Current | | Current until revised and/or superseded |
| 5 | 0.5 | | Employee Roster (for entire CDHS) | P | | Current | | | Current | XI | IPA 1798.40 et Seq Gov Code PRA 12946. Current until superseded. Destroy by Confidential Shred |
| | | | SUPPLY & EQUIPMENT | | | | | | | | |
| 6 | 2.0 | | Equipment Requisitions/Purchase Requests | P | | A | | | A | | Active until equipment is surplus or replaced |
| 7 | 1.0 | | Supply Orders/Invoices | P | | A+1 | | | A+1 | | Destroy & recycle after 2 years |
| 8 | 1.0 | | Repairs & Service Orders | P | | A+2 | | | A+2 | | Destroy & recycle after 3 years |
| 9 | 1.0 | | Copier Monitoring Report | P | | A+1 | | | A+1 | | Destroy & recycle after 2 years |
| 10 | 2.0 | | Annual Equipment Inventory Reports | P | | A+1 | | | A+1 | | Destroy & recycle after 2 years |
| | | | RECORDS MANAGEMENT (for entire CDHS) | | | | | | | | |
| 11 | 20 | | Records Retention Schedules | P | | Current | | | Current | | Current until revised, rescinded or superseded |
| 12 | 1 | | Biennial Records Holdings/Disposal | P | | 3 | | | 3 | | 3 years or when no longer needed for analysis or reference, whichever is later. |
| 13 | 5 | | Records Destruction Authorization | P | | A+3 | | | A+3 | | Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years) |
| 14 | 5 | | Record Transfer Lists | P | | Current | | | Current | | Retain as "Current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later. |
| 15 | 2 | | Records Management Equipment Requests | P | | A+4 | | | A+4 | | |
| 16 | .5 | | RMA Records Management Handbook | P | | Current | | | Current | | Retain as "Current" until revised, rescinded or superseded |

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| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA | REMARKS |
|--------|--------------|-----------------------------|---|-------|-------|-----------|-------|------|-------|--------------------|---------|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |
| | | | Item 33-Publication Card File Index Item 34-Publication Requests Item 35-Publication Requests for Title 17 Code Transferred items to personnel and discontinued items from previous Records Retention Schedule No. 178, approval no. 91-0110 dated 1-2-91 Item 1-Chron files (Berkeley Office) Item 4 – Information Roster Item 7-Interview Audit Packages Item 8-Personnel Folders (Informal) Item 9-Attendance Records Item 10-Duty Statements Item 11-Typing proficiency examination Item 25- Forms Hard Copy (Masters & Background) Note: Item 19 – Delegation Orders – (Archived) | | | | | | | | |
| | | | Purged and discontinued items from previous Records Retention Schdule No. H99-03, approval no. 99-093 dated 5/12/99 via regular recycling or Confidential Shred when required. Item 8-Chron Files Item 9-Subject A-Z Item 10-Activity Reports Item 11-Associations Item 12-Conferences, Committees, Forums Item 22-Annual Registrar Report Item 23-Monthly Training Attendance Report Item 24-Records Management Surveys Item 25-Records Mgt. Feasibility Studies Item 26-Training Surveys/Data Gathering Item 27-Consultant Contracts Item 28-Training Requests Item 29-Training Records (sign ins, etc.) Item 33-Current Form Masters & Related Records Item 47-IPA Annual Report Transferred items to personnel and discontinued items from previous Records Retention Schedule No. H99-03, approval no. 99-093 dated 5/12/99. Item 1-Affirmative Action (Plans, Policy, Gen. Info) Item 2-Merit Award Suggestions equal or less \$5000 Item 3-Merit Award Suggestions more than \$5000 Item 4-Sustained Superior Accomplishment Item 5-Superior Accomplishment Item 6-Employee Personnel Records Item 7-Request Personnel Action (RPAs) Item 20-Bill Analysis Note: Items 45 & 46 – Delegation Orders and Obsolete Delegation Orders, respectively - | | | | | | | | |

| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA | REMARKS |
|--------|--------------|-----------------------------|---|-------|-------|-----------|-------|------|-------|--------------------|---------|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |
| | | | <p>Purged and discontinued items from previous Records Retention Schedule No. 190, approval no. 90-146 dated 10/16/90 via regular recycling or Confidential Shred when required.</p> <p>Item 1 – Controlled Correspondence</p> <p>Item 8 – Monthly Production Stats</p> <p>Transferred items to personnel and/or Medi-Cal Program and discontinued items from previous Records Retention Schedule No. 190, approval no. 90-146 dated 10/16/90.</p> <p>Item 4 – RIC (Unit Information)</p> <p>Item 5 – RIC (Applications)</p> <p>Item 9 – General (letters/Memo's Signature copies...</p> <p>Item 10 – CSC letters/policy statements, TAR claims....</p> <p>Item 11 – FIMD Court Cases</p> <p>Item 12 – OLS Court Cases</p> <p>Item 13 – Second Level appeals, Special Projects....</p> <p>Item 14 – Medi-Cal Fair hearings</p> <p>Item 15 – Level Care hearings</p> <p>Item 16 – Medi-Cal Procurement Project</p> | | | | | | | | |
| TOTAL | 107.50 | | | | | | | | | | |

* Provide total of office and departmental